

**Federal Bureau of Investigation (FBI)
Criminal Justice Information Services (CJIS) Division's
New National Instant Criminal Background Check System (New NICS)**

New NICS E-Check User Manual



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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Produced for:

Federal Bureau of Investigation
CJIS Division
1000 Custer Hollow Road
Clarksburg, WV 26306

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1. Overview

This NICS E-Check User Manual has been created to assist you with all functions of the new and improved FBI NICS E-Check. A screen shot has been created for each step of the various functions covered within the user manual. An associated numbered step will be featured above each screen shot to provide direction for the user.

When reviewing the user manual, keep in mind that there are multiple user roles with varying user permissions; therefore, the screen shots may vary.

2. Register for a NICS E-Check Account

2.1 Create an Account

Register for FBI NICS E-Check at www.nicsezcheckfbi.gov. Registration should only be completed once per FFL account. An owner or manager can create accounts for the remaining NICS E-Check users once the FFL account has been created.

Information you will need to set up your account includes:

- **Username**—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive your username via e-mail. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user (Primary User or Organization Lead). The administrative users create accounts for the remaining employees who will be using the FBI NICS E-Check. When creating your account, the administrative user will receive your username and provide it to you.
- **Password**—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive instructions via e-mail on how to obtain your temporary password. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user. When creating your account, the administrative user will receive your temporary password and provide it to you. Upon receipt of your temporary password, you will need to change the password to something you will use each time you log on.

1. Click 'Register to use the FBI NICS E-Check'.

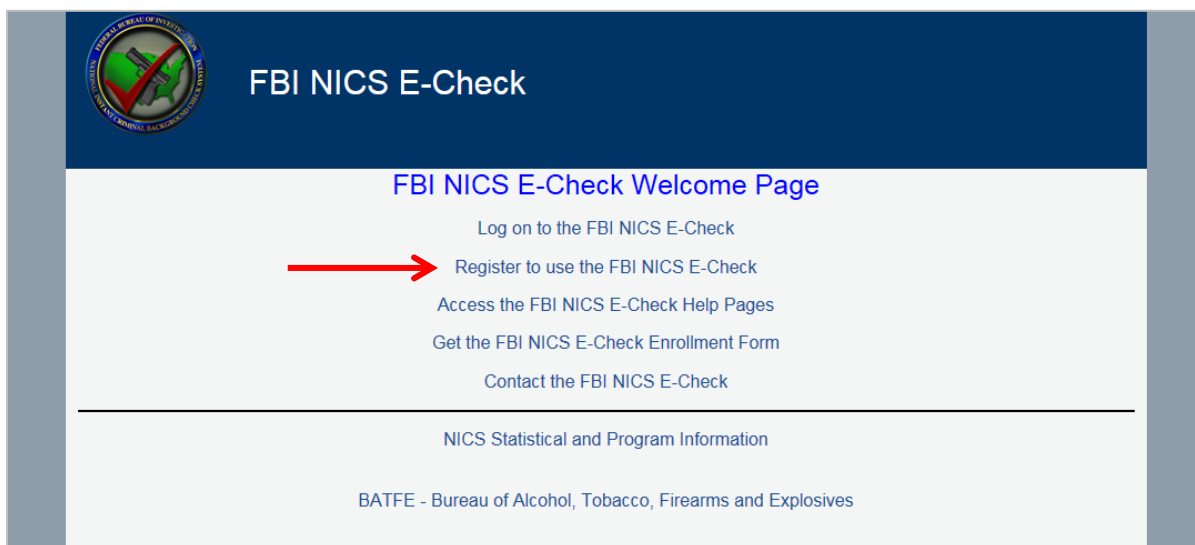


Figure 2-1: FBI NICS E-Check Welcome Page

2. The Term and Conditions page will display. Read through the terms and conditions and select your response: Agree or Disagree.

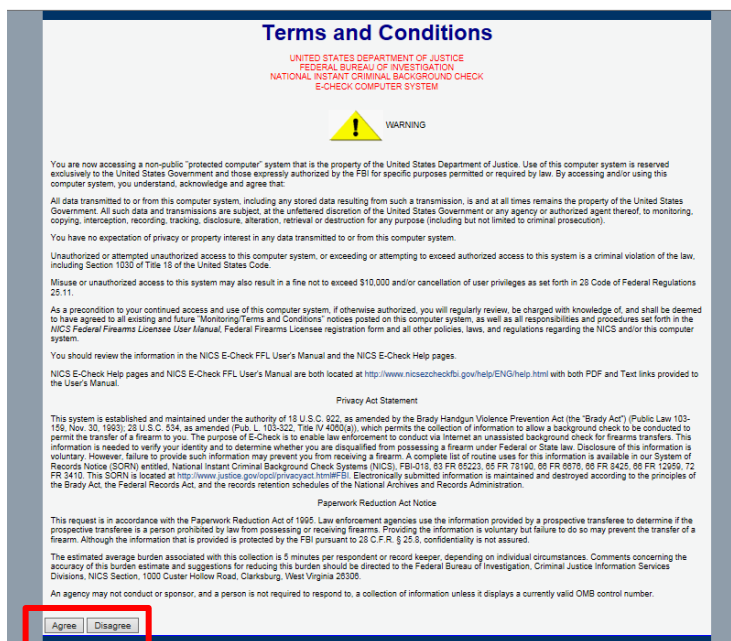


Figure 2-2: E-Check Terms and Conditions

3. Enter your information in the Account Request Form fields.

Figure 2-3: E-Check Registration Page

4. Click the 'Registration' button.

Reminder: The registration process only needs to be done once by the owner/manager of the FFL. The manager/owner will create and modify the accounts for the employees.

5. The E-Check Account Request Confirmation page will display. Click **Populated Enrollment Form**. Note: The request is not complete until you fax or e-mail the enrollment form.

Figure 2-4: E-Check Terms and Conditions

6. Review the Completed Enrollment Form (sample below).

Federal Bureau of Investigation
National Instant Criminal Background Check System (NICS)
Federal Firearms License (FFL) Enrollment: NICS E-Check Enrollment Form

OMB NO. 1518-0038

Please TYPE or PRINT neatly in BLACK INK using UPPERCASE letters.

1 CODE WORD (Must be in the box (s) below - NO PROFANITY) 2 BUSINESS PHONE NUMBER

1 2 3 4 5 6 7 8 9 D 1 2 3 4 5

TEST01 304 123 4567

3 NAME OF FFL (Name that appears on FFL License. If company name, place in LAST Name block and place overflow in FIRST and MI block(s) below.)

LAST NAME (LICENSEE NAME)

FIRST NAME MI CADENCE

4 NAME OF LICENSEE BUSINESS (TRADE BUSINESS NAME)

TEST F L

5 MAILING ADDRESS:

CITY STATE ZIP CODE

ANY CITY WV

6 PHYSICAL ADDRESS:

CITY STATE ZIP CODE

ANY CITY WV

7 E-MAIL ADDRESS:

TESTSYSTEM246897531@TEST

8 POINT OF CONTACT PERSON (If different than Item 3 above):

LAST NAME

FIRST NAME MI CADENCE

JUST A

9 POINT OF CONTACT PHONE NUMBER: 10 BUSINESS FAX NUMBER (optional)

304 123 4567

11 LAST NAME: FIRST NAME MI CADENCE

TEST JUST A

12 E-MAIL ADDRESS:

TESTSYSTEM246897531@TEST

Notes: If there is a change in FFL ownership, the FBI NICS System must be notified and a new acknowledgment must be signed.

By executing this document and by the use of the above code word, the FFL acknowledges understanding of its obligations and responsibilities under the NICS (as defined in the Gun Control Act of 1968, as amended and the Regulations of a Federal Firearms License (FFL) under the National Instant Criminal Background Check System) and agrees to enter these obligations and responsibilities, including to be legally bound. Licensee accepts this acknowledgment on behalf of the above-enrolled FFL and hereby makes publicly or privately but clearly and unambiguously from the FFL, to make a legally binding commitment on its behalf.

Please be sure to read the NICS E-Check Subscriber Agreement before signing this document.

13 User/Agent Signature: _____ Date executed: _____

14 FFL Witness: _____ Date executed: _____

Figure 2-5: Sample of Completed Enrollment Form

7. Print the form.
8. Sign and date the form. Also, have a witness sign and date the form. The witness can be anybody you wish.
9. Fax the form to: 1-888-550-6427 OR e-mail it to nics_commandcenter@ic.fbi.gov
10. Once the account has been created, an e-mail will be sent to the e-mail address provided. The e-mail will include your username and instructions on how to obtain your temporary password.

3. Navigation Basics and Settings

3.1 Login

To initiate a new E-Check session,

1. On the Welcome Page, Click on the “Log on to the FBI NICS E-Check” link.



Figure 3-1: FBI NICS E-Check

2. At the LEEP Page, enter your password.
3. Below the username field is an option for Password or Token. The Password button should be selected.
4. Click the Sign In button.

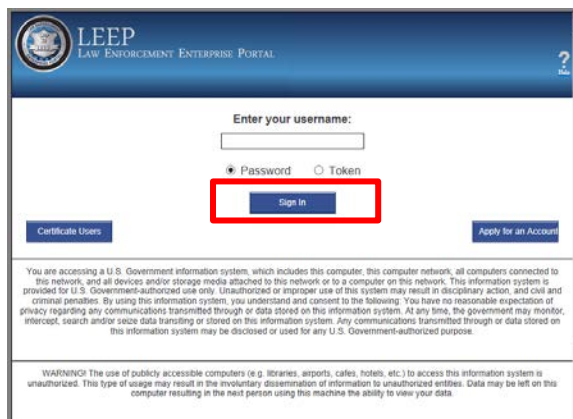


Figure 3-2: LEEP Portal Login

3.2 E-Check Terms and Conditions

The E-Check Terms and Conditions page will display once the NICS application is open.

1. Select 'Agree' to move forward into E-Check.

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
NATIONAL INTRINSIC CRIMINAL BACKGROUND CHECK
E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "restricted computer" system that is the property of the United States Department of Justice. Use of this computer system is restricted exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject to the unilateral discretion of the United States Government or any agency or authorized agent thereof, for monitoring, copying, intercepting, recording, making, disclosure, alteration, retrieval or destruction for any purpose (including but not limited to criminal prosecutions).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 8333 of Title 38 of the United States Code.

Exceeding or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring/Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal/Private Licensee User Manual, Federal/Private Licensee registration form and all other policies, laws, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS-E-Check PPL User's Manual and the NICS-E-Check Help pages.

NICS-E-Check Help pages and NICS-E-Check PPL User's Manual are both located at <http://nics5000001.us1.nicweb.cjshelb.fbi/helphelp.htm> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 852, as amended by the Brady Handgun Violence Prevention Act (The "Brady Act"), Public Law 103-181, Nov. 30, 1992; 28 U.S.C. 534, as amended (Pub. L. 103-322, Title 19 4805(a)), which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct an instant unassisted background check for firearms transfers. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from making a firearm purchase. A complete list of routine uses for this information is available in our System of Records Notice (SORN) entitled, National Intrinsic Criminal Background Check System (NICS), 68 FR 52,616, 6/22/03, 68 FR 76,246, 6/19/03, 68 FR 84,916, 6/19/03, 68 FR 120,916, 7/2/03. The SORN is located at <http://www Justice.gov/privacy/foia/records.html>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 25.4, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1000 Carter Hollow Road, Bethesda, Maryland 20814.

No agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Agree **Disagree**

Figure 3-3: E-Check Terms and Conditions

3.3 Access Number (FFL RDS Key)

Once you have selected the 'Agree' button on the E-Check Terms and Conditions page, you will be prompted to select an Access Number (RDS Key). You will need to select the RDS Key even if you only have one FFL.

Note: The RDS Key is an abbreviated version of the FFL ID. It is the first 3 and last 5 characters of the FFL number.

1. Double-click the row to view the FFL Information.

NICS Refresh

Refresh Time

Instructions

Please select your Access Number. Double-click a row in order to view more details.

Available FFLs

RDS Key	License Name	Business Name	Store ID	
10101211	PerfomCOE			Select
10101212	PerformanceARM			Select
10101223	test			Select
10101226	PerformanceARM			Select

Common Links

Information

Help Pages
Training Services User Manual
NICS Statistical and Program Information

Figure 3-4: FFL RDS Key Row

2. Select your Access Number or **RDS Key** by clicking the Select button.

The screenshot shows a window titled 'Available FFLs'. At the top, there are dropdown menus for 'RDS Key', 'License Name', 'Business Name', and 'Store ID'. Below these, a table displays FFL information for the selected RDS Key '10101211'. The table has two columns: 'FFL Information' and 'FFL RDS KEY'. The 'FFL Information' column lists details like FFL ID, Business Name, Address Line 1, City, and Store ID. The 'FFL RDS KEY' column lists details like FFL RDS KEY, License Type, Address Line 2, and State. A 'Select' button is located to the right of the table, highlighted with a red box.

FFL ID	Business Name	Address Line 1	City	Store ID	FFL RDS KEY	License Type	Address Line 2	State
101000015801211		919 fifty st	compton		10101211	Regular FFL		South Carolina

Figure 3-5: FFL Information

3.4 Portal Overview

After selecting the RDS Key, the portal page will display. This is the page where you will initiate all work in the NICS. It provides access to the processes, notifications, and common links assigned to your user role. NICS has role-based access control, which is an approach to limit system access to authorized users only. Therefore, your portal is tailored to the rights granted to you based on your user role and will not display items you do not have permission to access.

The screenshot shows the NICS Portal Page. At the top, there is a 'Refresh' button. Below it, the page is divided into three main sections: 'Processes', 'FFL Information', and 'Common Links'. The 'Processes' section on the left lists various actions like 'Check NTN Status', 'FFL User - Create', 'NTN History Query', 'Submit a Search Request - E.C.', and 'User Accounts - Maintain'. The 'FFL Information' section in the center displays details for the selected FFL, including FFL ID, Business Name, Address Line 1, City, Phone number, FFL Code Word, License, Address Line 2, State, Contact Hours, FFL RDS KEY, and Zip. The 'Common Links' section on the right provides links to 'Help Pages', 'Training Services User Manual', and 'NICS Statistical and Program Information'.

Figure 3-6: NICS Portal Page

3.5 Processes

The Processes section is located on the left side of the portal page. It lists the actions a user can initiate within the application. As noted above, the processes listed on a user's portal are driven by the user's role settings. Each process is described in further detail in this user manual.

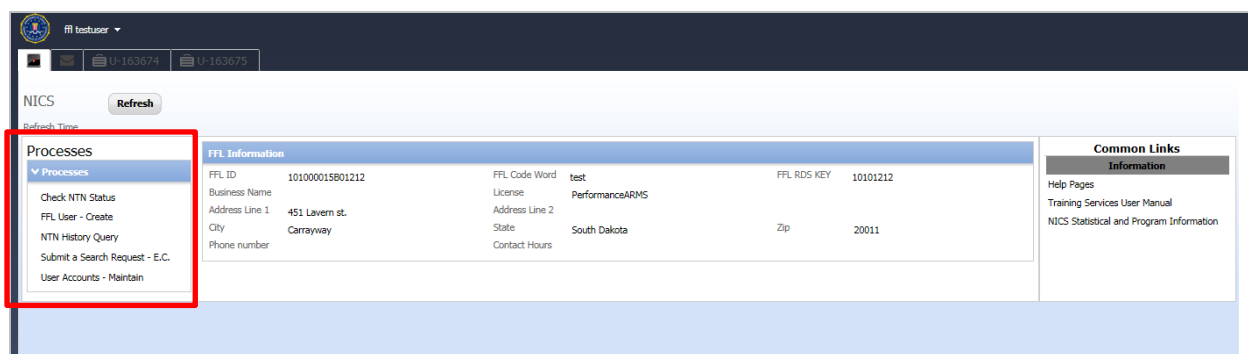


Figure 3-7: Processes Section

3.6 Common Links

The Common Links section features the most frequently used links when working in NICS. The following links are included in this section:

- **Help Pages:** includes a description of and instructions for using the NICS.
- **Training Services User Manual:** a link to the document you are currently reading, intended to give assistance to users of the NICS E-Check application.
- **NICS Statistical and Program Information:** links to the FBI.gov NICS public statistics.

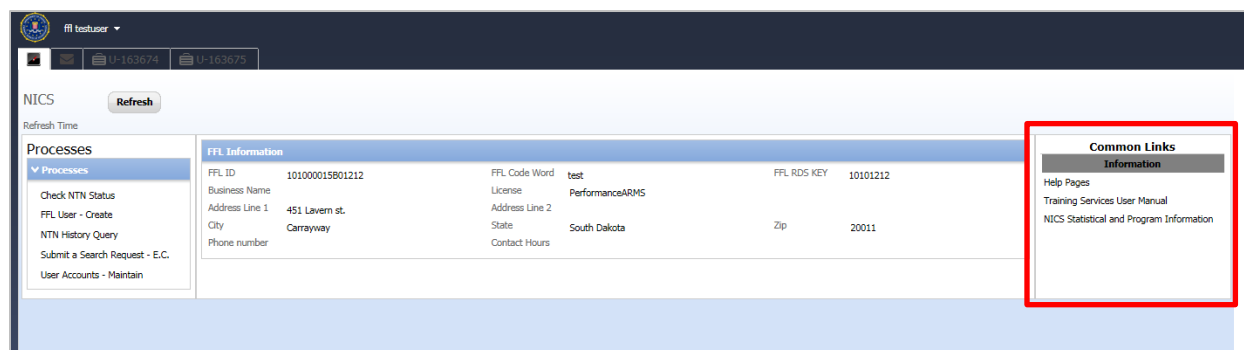


Figure 3-8: Common Links

3.7 Tabs

Tabs are located at the top of the portal page and function as the main navigation to access various work streams. As noted above, the tabs listed on a user's portal are driven by the user's role settings. Tabs include:

- **Home Tab:** the tab users will view when they first log into the application.
- **Notification Center:** in the future, this will display messages regarding updates to records and system messages.

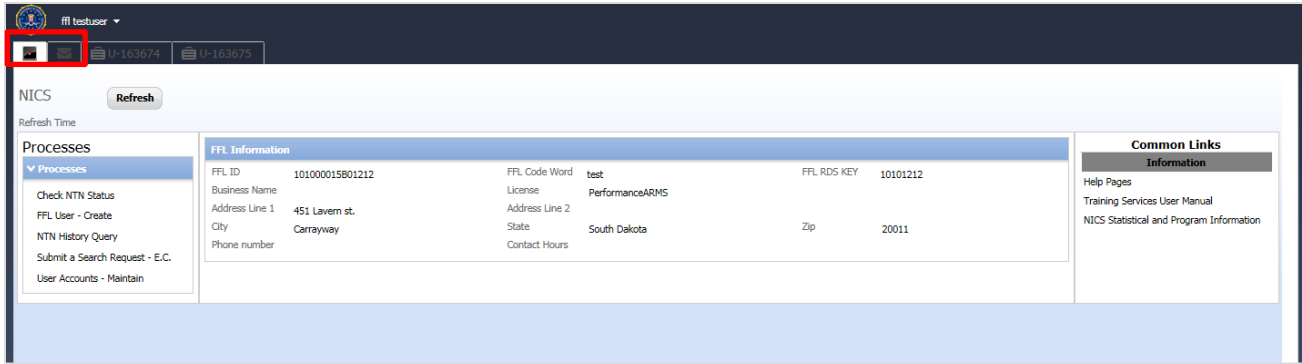


Figure 3-9: Home Tab

3.8 Commonly Used Icons

Several icons continuously appear as you navigate through the NICS. The table below identifies the most commonly used icons and the action they perform in the NICS.

Icon	Action
	Add a row
	Expand, Collapse
	Refresh
	Delete a Row
	Select a Date
	Exit
	Submit
	Search
	Required Field
	Add a Comment



	Sort Ascending (within an inquiry)
	Sort Descending (within an inquiry)

Table 3-1: Commonly Used Icons

4. Submit a Search Request via E-Check

The background check is the core functionality to the NICS. Before transferring the firearm, submit the Background Check via the NICS E-Check to ensure the customer is eligible to receive the firearm.

4.1 Submit a Search Request – E.C.

A background check can be submitted via E-Check by navigating to the Submit a Search Request – E.C. process. The section below documents the steps necessary to submit a background check search via E-Check.

1. Select ‘Submit a Search Request – E.C.’ from the Processes section.



The screenshot shows the NICS E-Check interface. On the left, under the 'Processes' section, the option 'Submit a Search Request - E.C.' is highlighted with a red box. The main area displays 'FFL Information' for a specific FFL, including fields like FFL ID, Business Name, Address Line 1, City, State, Zip, and FFL Code Word. A 'Common Links' section on the right provides links to Help Pages, Training Services User Manual, and NICS Statistical and Program Information.

Figure 4-1: Submit a Background Check via E-Check

2. A blank Application page will display. Enter the Application information as depicted in the figures below. The purpose of this page is to supply the subject information listed on the ATF Form 4473 in order to conduct a background check.

Note: Required fields will be marked with a gold asterisk. Not all fields are required; however, it is recommended that you complete as many fields as possible.

3. Click the **Submit** button.

E-Check - Submit Search Request

FFL Information

FFL ID	101000015801212	FFL Code Word	test	FFL RDS KEY	10101212
Business Name		License	PerformanceARM5		
Address Line 1	451 Leaven st.	Address Line 2			
City	Caraway	State	South Dakota	Zip	20011
Phone number		Contact Hours			

Search Request Data Gatherer

1. Transferee's Full Name

Last Name * First Name * Middle Name

Cadence (First, Second, and Third)

3. Place of Birth

Place of Birth *

4. Height

Height

5. Weight

Weight

6. Gender

Gender *

7. Birth Date

Birth Date (mm/dd/yyyy) *

8. Social Security Number

Social Security No.

Figure 4-2: Application Page (1 of 5)

7. Birth Date

Birth Date (mm/dd/yyyy) *

8. Social Security Number

Social Security No. (xxxxxxxx)

9. Unique Personal Identification Number (UPIN)

UPIN

10a. Ethnicity

Ethnicity * ☐ Hispanic or Latino ☐ Not Hispanic or Latino

10b. Race

Race * ☐ Asian ☐ Black or African American ☐ Hispanic or Latino ☐ American Indian or Alaskan Native ☐ Native Hawaiian or Other Pacific Islander ☐ White

13. State of Residence

State of Residence *

Figure 4-3: Application Page (2 of 5)

Enter state abbreviation or full name.

14. Citizenship

Citizenship Status ★

Country of Citizenship ★

Country of Citizenship 2

Country of Citizenship 3

15. Miscellaneous Number(s)

Miscellaneous Number Type Miscellaneous Number

18. Transaction Purpose(s)

Transaction Purpose ★

- 1 - Sale of hand gun ☐
- 2 - Sale of long gun ☐
- 3 - Sale of other (Frame, Receiver, etc.) ☐
- 5 - Pre-pawn of hand gun ☐
- 6 - Pre-pawn of long gun ☐
- 7 - Pre-pawn of other (Frame, Receiver, etc.) ☐
- 9 - Redemption of hand gun ☐
- 10 - Redemption of long gun ☐
- 11 - Redemption of other (Frame, Receiver, etc.) ☐

Callouts:

- Click here to add a Miscellaneous number. (points to the '+' button in section 15)
- If citizen is selected, the country will auto-populate. (points to the 'Country of Citizenship' dropdowns in section 14)
- Your permitted transaction purposes will be listed here. (points to the list in section 18)

Figure 4-4: Application Page (3 of 5)

13. State of Residence

State of Residence ★

14. Citizenship

Citizenship Status ★

Country of Citizenship ★

Country of Citizenship 2

Country of Citizenship 3

15. Miscellaneous Number(s)

Miscellaneous Number Type Miscellaneous Number

18. Transaction Purpose(s)

Transaction Purpose ★

- 2 - Sale of long gun ☐

Callouts:

- If Non-U.S. Citizen is selected, a Country of Citizenship must be selected from the dropdown menu. (points to the 'Country of Citizenship' dropdowns in section 14)
- Enter the Miscellaneous Number here. (points to the 'Miscellaneous Number' input field in section 15)
- A Miscellaneous Number Type must be select when submitting a search for a Non-U.S. Citizen. (points to the 'Miscellaneous Number Type' dropdown in section 15)

Figure 4-5: Application Page (4 of 5)

20c. Non-Immigrant With Visa Exception

Non-Immigrant with Visa Exceptions

Miscellaneous Information (For E-Check User Notes – Not monitored by the FBI's NICS Section)

Miscellaneous Information (For E-Check User Notes – Not monitored by the FBI's NICS Section)

Contact Information and Firearm Retrieval Code

Contact Name: PerformanceArms Contact Phone: 4512548856

Callback Hours:

Figure 4-6: Application Page (5 of 5)

The table below defines each field and criteria for each field within the Application page, as well as denotes if the field is required.

Field Name	Field Type	Required Field (Y/N)?	Description
Last Name	Text	Yes	The last name of the subject.
First Name	Text	Yes	The first name of the subject.
Middle Name	Text	No	The middle name of the subject.
Cadence (Ex: Jr., Sr. and III)	Dropdown	No	The cadence of the subject. Permitted values include: <ul style="list-style-type: none"> • JR • SR • II • III • IV • V • VI • VII • VIII • IX • X
Place of Birth	Dropdown	Yes	The subject's place of birth. U.S. states are listed first, followed by non-U.S. provinces, states and countries.
Height	Text	No	The height associated with the subject. Must be 3 alphanumeric characters. Permitted values include: <ul style="list-style-type: none"> • First position must be feet. • Positions 2 and 3 must be inches with fractions of an inch rounded off to the nearest inch. • If nothing is entered in the HGT field, it will be left blank. • The values allowed are 400-711 or 000 for missing or unknown.
Weight	Alphanumeric	No	The weight associated with the subject. Must be written as alphanumeric characters.

Field Name	Field Type	Required Field (Y/N)?	Description
Gender	Radio Button	Yes	The gender of the subject. Permitted values include: <ul style="list-style-type: none"> • Female • Male • Unknown
Birth Date	Dropdown or Text	Yes	The subject's date of birth, composed of the individual day, month, and year. Must be 8 alphanumeric characters. The DOB may only be provided as MM/DD/YYYY and partials are not accepted.
Social Security No. (xxxxxxxx)	Text	No	The Social Security Number of a subject. Note: The Social Security Number will not be validated when entered in the SSN field on the NTN Inquiry window. Must be 9 numeric characters. Permitted values include: <ul style="list-style-type: none"> • Cannot be all zeroes • Cannot be all nines • Must be all numeric • Must not be < 001010001 • Must not have 8 or 9 in the first character • Must not have 00 in the fourth and fifth positions
UPIN	Text	No	A unique number assigned to every individual whose record(s) is entered into the VAF. Permitted values include: Uppercase or lowercase "V" followed by 5 to 7 numbers and/or uppercase or lowercase consonants. Vowels will not be accepted in this field.
Ethnicity	Radio Button	Yes	The ethnicity of a subject. Permitted values include: <ul style="list-style-type: none"> • Hispanic or Latino • Not Hispanic or Latino
Race	Checkbox	No	The race and/or ethnicity of a subject. Permitted values include: <ul style="list-style-type: none"> • Asian • Black or African American • American Indian or Alaskan Native • Native Hawaiian or Other Pacific Islander • White

State of Residence	Text Code	Yes	Code representing the state, U.S. province, or U.S. territory in which a subject currently resides. Permitted values include: Applicable values for U.S. locations from Code Table POB SOR CODES (U.S. States) External Code/Description == =====
			AK Alaska
			AL Alabama
			AM American Samoa
			AR Arkansas
			AZ Arizona
			CA California
			CO Colorado
			CT Connecticut
			DC Dist of Columbia
			DE Delaware
			FL Florida
			FS Federated States of Micronesia
			GA Georgia
			GM Guam
			HI Hawaii
			IA Iowa
			ID Idaho
			IL Illinois
			IN Indiana
			KS Kansas
			KY Kentucky
			LA Louisiana
			MA Massachusetts
			MD Maryland
			ME Maine
			MI Michigan
			MK Northern Marianas Islands
			MN Minnesota
			MO Missouri
			MS Mississippi
			MT Montana
			NB Nebraska
			NC North Carolina
			ND North Dakota
			NH New Hampshire
			NJ New Jersey
			NM New Mexico
			NV Nevada
			NY New York
			OH Ohio
			OK Oklahoma
			OR Oregon
			PA Pennsylvania
			PD Palau Republic of
			PR Puerto Rico
			RI Rhode Island
			SC South Carolina

Field Name	Field Type	Required Field (Y/N)?	Description
			SD South Dakota TN Tennessee TX Texas UT Utah VA Virginia VI US Virgin Islands VT Vermont WA Washington State WI Wisconsin WV West Virginia WY Wyoming
Citizenship Status	Dropdown	Yes	The status of the subject's citizenship. Permitted values include: <ul style="list-style-type: none"> • Citizen • Non-U.S. Citizen • Non-U.S. Citizen (IAQ)
Country of Citizenship	Dropdown	Yes	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Country of Citizenship 2	Dropdown	No	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Country of Citizenship 3	Dropdown	No	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Transaction Purpose(s)	Checkbox	Yes	A unique identifier which identifies the reason or purpose of the background check that an FFL/ASI/ORI is permitted to complete: <ul style="list-style-type: none"> • 01 Sale of hand gun • 02 Sale of long gun • 03 Sale of Other (Frame, Receiver, etc.) • 05 Pre-pawn of hand gun • 06 Pre-pawn of long gun • 07 Pre-pawn of Other • 09 Redemption of hand gun • 10 Redemption of long gun • 11 Redemption of Other • 15 Explosives – Responsible Persons • 16 Explosives – Possessor • 18 Explosives – Responsible Person-Renewal • 20 ATF Firearms Licensee background check • 19 National Firearms Act background check • 21 Nuclear Regulatory Commission background check • 22 Return of hand gun • 23 Return of long gun • 24 Return of Other • 25 Rental of hand gun • 26 Rental of long gun • 14 Gun permit • 17 Explosives – State-initiated • 34 Permit Recheck

Field Name	Field Type	Required Field (Y/N)?	Description
Miscellaneous Number Type	Expand Button / Dropdown	No	Selected types of miscellaneous numbers associated with a subject. Permitted values include: <ul style="list-style-type: none"> AR Alien Registration Number or USCIS Non-Immigrant Admissions Number
Miscellaneous Number	Expand Button / Text	No	Selected miscellaneous numbers associated with a subject.
Non-Immigration with Visa Exceptions	Dropdown	No	Permitted values include: <ul style="list-style-type: none"> No Not Answered Yes
Contact Information: Last Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: First Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: Middle Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: Phone	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Miscellaneous Information			Free text box.

Table 4-2: Application Page

4. You will be taken to the Verify Search Information page. This page depicts the information entered on the ATF 4473 form in read-only.

E-Check - Submit Search Request

FFL Information

FFL ID	101000015801212	FFL Code Word	test	FFL RDS KEY	10101212
Business Name		License	PerformanceARMS		
Address Line 1	451 Lavern st.	Address Line 2			
City	Carrayway	State	South Dakota	Zip	20011
Phone number		Contact Hours			

Verify Search Information

▼ Verify Search Information

Please verify the search information provided.

Verify Search Information

Last Name: smith
First Name: Becky
Middle Name:
Cadence (Ex. Jr., Sr., III):
Place of Birth: Arkansas
Height:
Weight:
Gender: F
Date of Birth: 3/12/1980
Social Security No:
UPIN:
Ethnicity
Not Hispanic or Latino

Figure 4-7: Verify Search Information Page (1 of 2)

5. Scroll down and click the **Submit** button at the bottom of the screen to submit the application to the NICS.

Figure 4-8: Verify Search Information Page (2 of 2)

6. The Immediate Search Response page will display. The purpose of this page is to provide a NICS Transaction Number (NTN) and an immediate transaction status.
 - a. The **Transaction Information** section provides the Last Name, First Name, NTN, Created Date, and Submitted User for the record.

Transaction Information				
Last Name	First Name	NTN	Created Date	Submit User
Collins	Lily	FP0007F	5/23/16 2:32 PM	ffl testuser

Figure 4-9: Transaction Information Section

- b. The **Success Message** section provides the automatically assigned NTN and confirms it was successfully created. It also provides the transaction status for the record. Every NICS background check transaction has a status, which identifies the current status of the subject's background check as it develops.
 - i. When an NTN has an automatic status of 'Proceed' or 'Denied,' the status will initially display as 'New.'

Note: Do not click on the 'New' status to retrieve the status. Click on the Retrieve Status button to display the 'Proceed' or 'Denied' status.

Figure 4-10: Immediate Search Response Page

- ii. A status of 'Researching' will display if the NICS received your request for the NTN and must conduct further research on the transaction.

Note: Click on the Retrieve Status button periodically until 'Researching' has changed to 'New'.

E-Check - Submit Search Request

FFL Information					
FFL ID	101000015801211	FFL Code Word	test	FFL RDS KEY	10101211
Business Name		License	PerformCDE		
Address Line 1	919 fifty st	Address Line 2			
City	compton	State	South Carolina	Zip	45849
Phone number		Contact Hours			

Search Request Details

▼ Additional Searches

[Submit Another Search Request](#)

Transaction Information				
Last Name	First Name	NTN	Created Date	Submit User
Collins	Lily	FPH007F	5/23/16 2:32 PM	ff testuser

Success Message

The search request was submitted and NTN FPH007F has been created successfully.

The status of this search request is: Researching

[Retrieve Status](#) [Refresh](#)

[Submit](#)

Figure 4-11: Immediate Search Response Page

7. Click the **Submit** button to return to the Home tab.

4.2 Submit Multiple Search Requests

Additional searches can be performed by selecting the 'Submit Another Search Request' link on the Search Request Details page.

1. Select the **Submit Another Search Request** link.

E-Check - Submit Search Request

FFL Information					
FFL ID	101000015801211	FFL Code Word	test	FFL RDS KEY	10101211
Business Name		License	PerformCDE		
Address Line 1	919 fifty st	Address Line 2			
City	compton	State	South Carolina	Zip	45849
Phone number		Contact Hours			

Search Request Details

▼ Additional Searches

[Submit Another Search Request](#)

Transaction Information				
Last Name	First Name	NTN	Created Date	Submit User
Smith	Sally	FPH00BT	5/23/16 4:36 PM	ff testuser

Success Message

The search request was submitted and NTN FPH00BT has been created successfully.

The status of this search request is: New

[Retrieve Status](#) [Submit](#)

Figure 4-12: E-Check – Submit a Search Request

2. A new Search Request page will display. Repeat the previous steps to submit another background check.

5. Check an NTN Status

The status of an NTN can be checked by selecting the 'Check NTN Status' link in the Processes section. The table below defines the different status types and depicts how they will appear in the NICS.

Status	Description
New	A new status can be retrieved by clicking the link in this status.
Open	This NTN has passed the Brady Transfer Date.
Delayed	This NTN is in a Delayed status and the NICS is conducting further research on the transaction.
Researching	This NTN is being sent to the NICS to conduct further research.
Cancelled	This NTN was cancelled.
Denied	This NTN has received a final status of Denied.
Proceed	This NTN has received a final status of Proceed.

Table 5-1: NTN Status Descriptions

5.1 Check an NTN Status

The section below documents the steps necessary to check an NTN status via E-Check.

1. Select **Check NTN Status** from the Processes section.

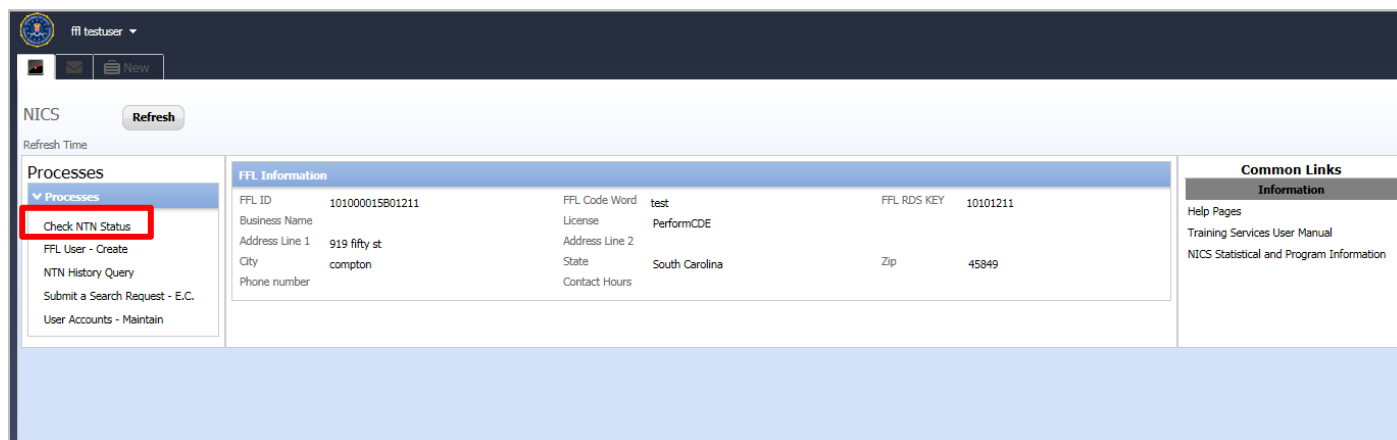


Figure 5-1: Check NTN Status

- Review the list of E-Check transactions listed along with their statuses.

NTN	Subject Name	Created Date	Submit User	Brady Transfer Date	Expiration Date	Status	Status Retrieval
FPHXPY0	Franz Jenkins	Apr 26, 2016 12:54:59 PM	temp.ori	4/30/2016	5/26/16 12:54 PM	New	Retrieve Status
FPHXVYT	Krusty The Clown	May 10, 2016 4:34:40 PM	temp.ori	5/14/2016	6/9/16 4:34 PM	New	Retrieve Status
FPHXVLB	Marry Marry	May 5, 2016 2:20:42 PM	NICS INITIATED	5/11/2016	6/4/16 2:20 PM	New	Retrieve Status
FPHXLN4	Brandon Morin	Apr 15, 2016 11:27:31 AM	NICS INITIATED	4/21/2016	5/15/16 11:27 AM	Open	Retrieve Status
FPHXLMR	Brandon Morin	Apr 15, 2016 11:25:45 AM	NICS INITIATED	4/21/2016	5/15/16 11:26 AM	Open	Retrieve Status
FPHXMC	Test Test	Apr 12, 2016 12:15:56 PM	NICS INITIATED	4/16/2016	5/12/16 12:16 PM	Open	Retrieve Status
FPHXL7	Test Test	Apr 12, 2016 11:57:21 AM	NICS INITIATED	4/16/2016	5/12/16 11:57 AM	Open	Retrieve Status
FPHX008	de de la	Apr 11, 2016 3:17:39 PM	NICS INITIATED	4/15/2016	5/11/16 3:17 PM	New	Retrieve Status
FPHXHZH	de de la	Apr 11, 2016 3:10:50 PM	NICS INITIATED	4/15/2016	5/11/16 3:10 PM	New	Retrieve Status
FPHX0SX	test test	May 23, 2016 10:15:38 AM	temp.ori	5/27/2016	6/22/16 10:15 AM	Delayed	Retrieve Status
FPHXMDN	test test	Apr 15, 2016 4:04:50 PM	NICS INITIATED	4/21/2016	5/15/16 4:04 PM	Researching	Retrieve Status

Figure 5-2: Check Status

5.2 Retrieve a New Delayed Status

A delayed status will appear when the NICS is conducting further research on a transaction. The section below documents the steps necessary to retrieve a delayed status notification.

- Click the Retrieve Status button.

FPHX0BX	Sally Smith	May 23, 2016 3:18:52 PM	ffl.testuser	5/27/2016	6/22/16 3:18 PM	New	Retrieve Status
---------	-------------	-------------------------	--------------	-----------	-----------------	-----	-----------------

Figure 5-3: 'New Link'

- Click the Submit button to acknowledge receipt of the status.

DisplayMDI

General Information

The following MDI has been marked as retrieved for the selected transaction.

Transaction Information

NTN: FPHX0NX
Created Date: May 31, 2016 1:05:40 PM
Subject Name: Lily Collins

MDI Message

NTN FPHX0NX will be Delayed while the NICS continues its research. If you do not receive a response from us, the Brady Law does not prohibit you from transferring the firearm on 6/4/2016.

Submit

Figure 5-4: Retrieve Delayed Status

- The status will change to display 'Delayed' on the Check NTN Status page.

FPH007F	Lily Collins	May 23, 2016 2:32:00 PM	ffl.testuser	5/27/2016	6/22/16 2:32 PM	Delayed	Retrieve Status
---------	--------------	-------------------------	--------------	-----------	-----------------	---------	-----------------

Figure 5-5: Delayed Status

- Document the status on your ATF Form 4473.

5.3 Retrieve a New Proceed Status

The section below documents the steps necessary to receive a 'Proceed' status notification.

- Click the Retrieve Status button.

FPH008X	Sally smith	May 23, 2016 3:18:52 PM	ffl.testuser	5/27/2016	6/22/16 3:18 PM	New	Retrieve Status
---------	-------------	-------------------------	--------------	-----------	-----------------	-----	-----------------

Figure 5-6: 'New' Link

- Click the Submit button to acknowledge retrieval of the NTN status and see the status.

Confirm Retrieve Request

Confirm Transaction Status Retrieval

Please confirm the retrieval of the available final transaction status.

Transaction Information

NTN	FPH008X
Created Date	May 23, 2016 3:18:52 PM
Subject Name	Sally smith

Retrieval Message

A final response has been received from NICS for this search request. Clicking the 'Submit' button displays the status and notifies NICS that this NTN has been retrieved.

Submit

Figure 5-7: Confirm Retrieve Request Message

- The status of 'Proceed' will display along with the NTN. Click the 'Submit' button to return to the Check NTN Status page.

Display Transaction Status

Final Status

The following status has been marked retrieved for the selected transaction.

Transaction Information

NTN	FPH008X
Created Date	May 23, 2016 3:18:52 PM
Subject Name	Sally smith

Transaction Final Status

The following response was confirmed with NICS.
Proceed

Print Page

Print Details

Submit

Figure 5-8: Display Transaction Status Page

- The status will change to display 'Proceed' on the Check NTN Status page.

FPHXX8J	Apple Smith	May 23, 2016 3:11:19 PM	ffl.testuser	5/27/2016	6/22/16 3:11 PM	Proceed	Retrieve Status
---------	-------------	-------------------------	--------------	-----------	-----------------	----------------	-----------------

Figure 5-9: Proceed Status

- Document the status on your ATF Form 4473.

5.4 Retrieve a New Denied Status

The section below documents the steps necessary to receive a 'denied' status notification.

- Click the Retrieve Status button.

FPHXX8X	Sally smith	May 23, 2016 3:18:52 PM	ffl.testuser	5/27/2016	6/22/16 3:18 PM	New	Retrieve Status
---------	-------------	-------------------------	--------------	-----------	-----------------	-----	------------------------

Figure 5-10: New Status

- Click the Submit button to acknowledge receipt of the status.

Confirm Retrieve Request

Confirm Transaction Status Retrieval

Please confirm the retrieval of the available final transaction status.

Transaction Information

NTN	FPHXXPM
Created Date	May 31, 2016 1:10:54 PM
Subject Name	Franz Jenkins

Retrieval Message

A final response has been received from NICS for this search request. Clicking the 'Submit' button displays the status and notifies NICS that this NTN has been retrieved.

Submit

Figure 5-11: Confirm Retrieve Request Page

- The status of 'Denied' will display along with the NTN. Click the **Submit** button.

Display Transaction Status

Final Status

The following status has been marked retrieved for the selected transaction.

Transaction Information

NTN	FPHXXPM
Created Date	May 31, 2016 1:10:54 PM
Subject Name	Franz Jenkins

Transaction Final Status

The following response was confirmed with NICS.

Denied

Print Page

Print Details

Submit

Figure 5-12: Display Transaction Status Page

- The status will change to display 'Denied' on the Check NTN Status page.

FPH00PM	Franz Jenkins	May 31, 2016 1:10:54 PM	ffl.testuser	6/4/2016	6/30/16 1:10 PM	Denied	Retrieve Status
---------	---------------	-------------------------	--------------	----------	-----------------	--------	-----------------

Figure 5-13: Denied Status

- Document the status.

5.5 Firearm Transfer Questions

The section below documents the steps to follow if the transaction has reached the Brady Transfer Date. Follow the same steps to retrieve a denied transaction and then you will be prompted to answer the Firearm Transfer Questions.

- Answer, "Was the firearm transferred?"

Figure 5-14: Firearm Transfer Question

If 'Yes, the firearm transferred and I am acknowledging receipt of the Deny status' is selected, fields will display to enter the buyer's address and date the firearm was transferred. Click the Submit button.

Figure 5-15: Firearm Transfer Question: Yes

You will then need to fax the 4473 Form to ATF.

FFL Denial Questions

Transmit ATF Form 4473

Please Fax the 4473 Form to ATF

Submit

Figure 5-16: Firearm Transfer Question: 4473

If 'No, the firearm did not transfer and I am acknowledging receipt of the Deny Status' is selected click the Submit button.

FirearmTransferQuestion

Firearm Transfer Information

Please answer the following question to indicate whether the firearm has been transferred.

Firearm Transfer Question

Was the firearm transferred? **No, the firearm did not transfer and I am**

Submit

Figure 5-17: Firearm Transfer Question: No

If 'Unknown, I do not know if the firearm has transferred and I am acknowledging receipt of the Deny Status', then click the Submit button.

FirearmTransferQuestion

Firearm Transfer Information

Please answer the following question to indicate whether the firearm has been transferred.

Firearm Transfer Question

Was the firearm transferred? **Unknown; at this time, I do not know if th**

Firearm Retrieval Information Notice

A NICS Examiner will be contacting you to obtain firearm retrieval information.

Submit

Figure 5-18: Firearm Transfer Question: Unknown

6. NTN History Query

6.1 Query an NTN

Inquiries allow users to retrieve information based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. The section below documents the steps necessary to query an NTN.

1. Click the **NTN History Query** from the Processes section.

The screenshot shows the NICS Processes page. On the left, under the 'Processes' section, the 'NTN History Query' option is highlighted with a red rectangle. The main area displays 'FFL Information' for a specific FFL, including fields like FFL ID, Business Name, Address Line 1, City, State, and Zip. A 'Common Links' section on the right provides links to Help Pages, Training Services User Manual, and NICS Statistical and Program Information.

Figure 6-1: NTN History Query

2. Use one (or more) of the pre-populated Field dropdowns to select the criteria.
3. Enter the information to be searched in the Value field. Note: The more fields you use, the more specific the results will be.

The screenshot shows the 'NTN History - Inquiry' page. The 'Inquiry Criteria' section is expanded, showing a table with columns for 'Field' and 'Value'. The 'Field' column has a dropdown menu with options: 'NTN', 'Create Date', 'FFL RDS Key', and 'Create Date'. The 'Value' column has input fields for each field, with 'Between' and 'and' operators available for date fields. A 'Search' button is located at the bottom left of the criteria section.

Figure 6-2: NTN History Query Search Criteria

The table below defines each field and criteria for each field within the Inquiry Criteria page, as well as denotes if the field is required.

Field Name	Field Type	Required Field (Y/N)?	Secondary Inquiry Criteria Enabled (Y/N)?	Description
NTN	Text	No	No	The number associated with the transaction
Cadence	Text	No	No	<p>The cadence of the subject.</p> <p>Permitted values include:</p> <ul style="list-style-type: none"> • JR • SR • II • III • IV • V • VI • VII • VIII • IX • X
Firearm Transfer	Dropdown	No	No	<p>The response given by the user when setting or retrieving the status of a denied transaction to the question "Was the firearm transferred?"</p> <p>Permitted values include:</p> <ul style="list-style-type: none"> • No, the firearm did not transfer and I am acknowledging receipt of the Deny status • Unknown; at this time, I do not know if the firearm transferred and I am acknowledging receipt of the Deny status • Yes, the firearm transferred and I am acknowledging receipt of the Deny status
Create Date Start	Text	No	No	The date the NTN was created
NTN Status	Dropdown	No	Yes	<p>The status assigned to a transaction</p> <p>Applicable to State and FBI searches:</p> <ul style="list-style-type: none"> • I = Initial Search (System-applied only) <p>Applicable to State Searches:</p> <ul style="list-style-type: none"> • M = Submitted to State <p>Applicable to FBI Searches:</p> <ul style="list-style-type: none"> • D = Denied • P = Proceed • C = Cancelled • Y = Redo Cancel (System-applied only) • L = Delayed • V = Open • A = Under Appeal

Field Name	Field Type	Required Field (Y/N)?	Secondary Inquiry Criteria Enabled (Y/N)?	Description
Citizen	Dropdown	No	Yes	The citizenship of the subject. Permitted values include: <ul style="list-style-type: none"> • Citizen • Non-U.S. Citizen
State of Purchase	Dropdown	No	Yes	The state of purchase of the subject.
State of Residence	Dropdown	No	Yes	The state of residence of the subject.
Place of Birth	Dropdown	No	Yes	The place of birth of the subject.
Retrieved Indicator	Dropdown	No	Yes	Indicates whether the NTN status was retrieved. Permitted values: <ul style="list-style-type: none"> • Yes • No

Table 6-1: NTN History Query Search Criteria

4. Click the **Search** button to display the query results.

NTN History - Inquiry

Perform Inquiry

▼ Inquiry Criteria

☐ Enable secondary inquiry criteria

Field Value

NTN

Create Date Between and

Search

Figure 6-3: NTN History Query Search

5. The search results will display in a list below the Inquiry Criteria. The first 100 search results will display on the first page.
6. Double-click the results to open the record.

Perform Inquiry Other Actions ▾

▼ Inquiry Criteria

☐ Enable secondary inquiry criteria

Field: NTN Value:

Create Date: Between 5/1/2015 and 5/31/2016

FFLRDS Key: 10101211

Search

▼ Inquiry Results

1 - 100 of 2093 total records. Back Page 1 ▾ Next Print Export

Please use the column sorting functionality in order to manage your results.

Inquiry results for NTN History-based queries.

NTN	Last Name	First Name	Middle Name	Cadence	Submitted By	Retrieved By	Status	Expiration Date	Brady Transfer Date	Created Date	Retrieved Date	Status Date
FFHOOPN	Smith	samantha			fltestuser	fltestuser	Proceed	06/30/2016	06/04/2016	5/31/16 1:13 PM	05/31/2016 01:13 PM	5/31/16 1:13 PM
FFHOOPM	Jenkins	Franz			fltestuser	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 1:10 PM	Not Retrieved	5/31/16 1:10 PM
FFHOOPB	Smith	Tara			fltestuser	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 1:09 PM	Not Retrieved	5/31/16 1:09 PM
FFHOONX	Collins	Lily			fltestuser	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 1:05 PM	Not Retrieved	5/31/16 1:05 PM
FFHOOND	worfolk	shelagh			contact.test	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 12:58 PM	Not Retrieved	5/31/16 1:14 PM
FFHOON5	worfolk	shelagh			shelagh.worfolk	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 12:57 PM	Not Retrieved	5/31/16 1:13 PM
FFHOOMS	Klown	Krusty	The		NICS INITIATED	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 12:56 PM	Not Retrieved	5/31/16 12:56 PM
FFHOOMD	Collins	Lily			fltestuser	Not Retrieved	Not Retrieved	06/30/2016	06/04/2016	5/31/16 12:51 PM	Not Retrieved	5/31/16 1:07 PM
FFHOOMI	Smith	Apple			fltestuser	fltestuser	Proceed	06/30/2016	06/04/2016	5/31/16 12:38 PM	05/31/2016 12:40 PM	5/31/16 12:38 PM
FFHOOLN	Perkins	Kyle			NICS INITIATED	Not Retrieved	Not Retrieved	06/26/2016	06/03/2016	5/27/16 10:40 AM	Not Retrieved	5/27/16 11:11 AM
FFHOOLM	Klown	Krusty	The		NICS INITIATED	Not Retrieved	Not Retrieved	06/25/2016	06/02/2016	5/26/16 5:23 PM	Not Retrieved	5/26/16 5:23 PM

Figure 6-4: NTN History Query Search Results

7. To export the NTN results, select the Export button.

▼ Inquiry Results

1 - 1 of 1 total records. Print **Export**

8. Select the applicable Result Type and Output Format.
9. Click the OK button to continue.

Set Output Options ✕

Result Type:

Output Format:

OK

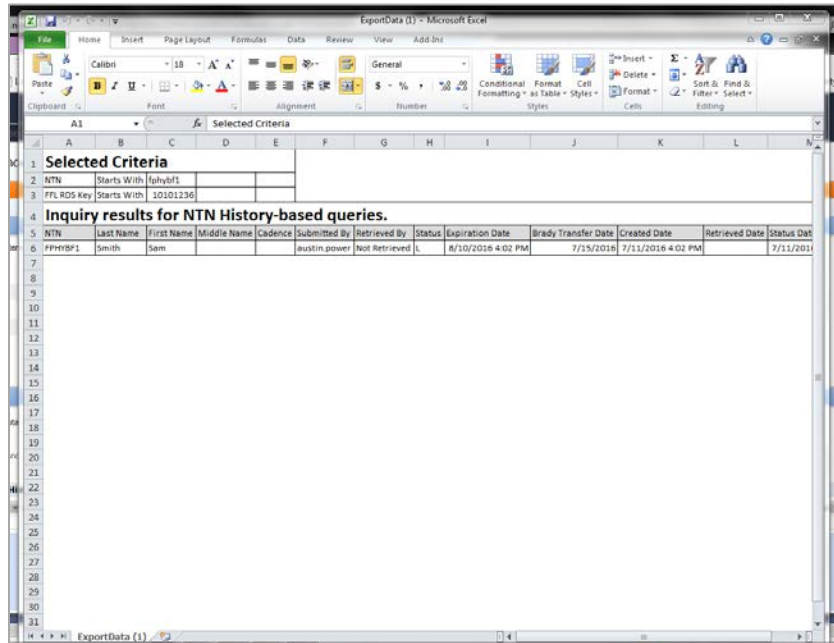
*Note: Depending on your browser these next few steps may differ.

If the Excel output is selected, a pop-up will display to open the document.

10. Select the Open button.



11. The Excel document will display. Print or save the document if applicable.



7. FFL User – Create

To create an FFL user, select the FFL User – Create process link on the Home tab.

1. Select the FFL User – Create process link.

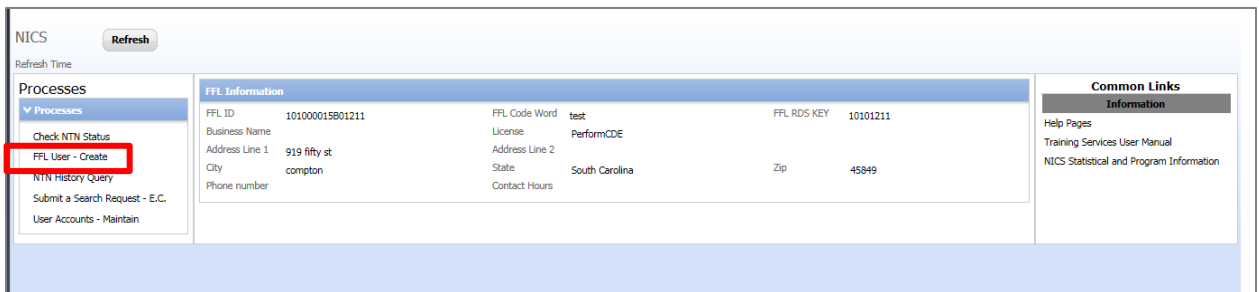


Figure 7-1: FFL User – Create

2. Enter the User Information data in the required fields on the User Account page.

UserMaint (U-164197)

Modify Account Information

User Account

Account Information Access Numbers

General Information

External User ID ID Generated On Save

Locked False

Suspended ☐

User Information

First Name *

Middle Name

Last Name *

Cadence

Date of Birth *

Email *

Phone Number

Time Zone

Personal Codeword

Organization Information

Organization 99 Problems

Organization Lead False

Figure 7-2: Account Information

3. Select the Access Numbers tab.
4. Click the Add FFL button.

UserMaint (U-164197)

Modify Account Information

User Account

Account Information Access Numbers

Access Numbers

Type	ID	Employee Type
No items		

Figure 7-3: Access Numbers

5. Select the appropriate field from the dropdown menu. Enter the Value to search and click the Search button.

The screenshot shows a dialog box titled 'AddUserAccessFFL'. It has a close button (X) in the top right corner. Below the title bar, there are two expandable sections: 'FFL Query Results' and 'Inquiry Criteria'. The 'Inquiry Criteria' section is expanded, showing a 'Field' dropdown menu with 'Select...' as the selected option, a 'Value' text input field, and a 'Search' button. There are also 'Cancel' and 'Submit' buttons at the bottom of the dialog box.

Figure 7-4: Add User Access FFL

6. The FFL Inquiry Results will display. If you only have one FFL then that is the only one that will display.
7. Select the checkbox next to the applicable FFL.
8. Click the Submit button.

The screenshot shows the 'AddUserAccessFFL' dialog box with the 'Inquiry Results' section expanded. It displays a table of FFL Inquiry Results. The table has 12 columns: RDS Key, Active?, E-Check Registered, License Type, FFL City, FFL State, FFL Zip Code, FFL Phone, Verification Date, FFL Business Name, FFL License Name, and FFL Contact Phone. The table shows 8 records. There are 'Print' and 'Export' buttons above the table, and 'Cancel' and 'Submit' buttons at the bottom.

RDS Key	Active?	E-Check Registered	License Type	FFL City	FFL State	FFL Zip Code	FFL Phone	Verification Date	FFL Business Name	FFL License Name	FFL Contact Phone
<input type="checkbox"/> 10101211	True	True	Regular FFL	compton	South Carolina	45849				PerformCDE	
<input type="checkbox"/> 10101212	True	True	Regular FFL	Carrayway	South Dakota	20011				PerformanceARMS	
<input type="checkbox"/> 10101223	True	True	Regular FFL	arlington	Texas	22203				test	
<input type="checkbox"/> 10101226	True	True	Regular FFL	Carrayway	Texas	20011				PerformanceARMS	
<input type="checkbox"/> 10101325	True	False	Regular FFL	Carrayway	Texas	20011				PerformanceARMS	
<input type="checkbox"/> 12312322	True	False	Regular FFL	arlington		22203				test	

Figure 7-5: FFL Inquiry Results

9. The FFL RDS Key will display on the Access Number tab.
10. Click the Submit button.

Figure 7-6: Access Numbers

11. A success message will display.
12. Click the Reopen button to modify the FFL User account.

Figure 7-7: User Maintenance Success Message

8. User Accounts – Maintain

1. To modify an FFL user account, select the User Accounts – Maintain process link from the Home tab.

Figure 8-1: User Accounts – Maintain Process Link

2. Select the Inquiry Criteria criteria and enter the appropriate value.

Note: You may do a search based on only one field or multiple fields in order to better narrow the results.

User Maintenance - Inquiry

Perform Inquiry

▼ Inquiry Criteria

Field	Value
Personnel ID	
Last Name	
First Name	

+

Search

Figure 8-2: User Maintenance – Inquiry

3. The Inquiry Results page will display. Double-click the User ID row to open the User Account page.

Perform Inquiry Other Actions

▼ Inquiry Criteria

Field	Value
Personnel ID	ffl.testuser
Last Name	
First Name	
Access Number	10101211

+

Search

▼ Inquiry Results

1 - 1 of 1 total records. Print Export

Please use the column sorting functionality in order to manage your results.

User ID	Last Name	First Name	Extension	Shift	Email	Region
ffl.testuser	testuser	ffl			mail1@nnics.cjis	

Submit

Figure 8-3: Inquiry Results

4. The User Account page will display in read-only mode. Select the Reopen button to enable you to modify the account.

UserMaint (U-163674)

Case Contents

Show: ☒ Cases ☒ Open Assignments ☐ Completed Assignments

Name	Assigned To	Deadline	Status
No Items			

User Account

Account Information Access Numbers Change Password

General Information

External User ID: ffltestuser
 Locked: False
 Suspended: False

User Information

First Name: ffl
 Middle Name:
 Last Name: testuser
 Cadence:
 Date of Birth: 3/31/1992
 Email: mail1@nnics.cjis
 Phone Number:
 Time Zone:

Reopen

Figure 8-4: User Account Page

5. Modify the Account Information as needed.

Modify Account Information

User Account

Incorrect password used.

Account Information Access Numbers Change Password

General Information

External User ID: ffltestuser
 Locked: ☒
 Suspended: False

User Information

First Name: temp
 Middle Name:
 Last Name: ffl
 Cadence:
 Date of Birth: 3/31/1992
 Email: temp.fl@test.com
 Phone Number: 555-555-5555
 Time Zone:
 Personal Code word: temp

Organizational Information

Organization: 99 Problems
 Organization Load: False

Submit

Figure 8-5: Account Information

6. Modify the Access Numbers tab as needed. If you only have one FFL then it is the only one that will appear.

The screenshot shows the 'UserMaint (U-163674)' interface. At the top is a blue header with a folder icon and the text 'UserMaint (U-163674)'. Below this is an orange bar labeled 'Modify Account Information'. Underneath is a blue bar labeled 'User Account'. A message box states 'Incorrect password used.'. Below the message are three tabs: 'Account Information', 'Access Numbers' (which is selected), and 'Change Password'. The 'Access Numbers' tab displays a table with the following data:

Type	ID	Employee Type
2	10101211	Primary User [X]
2	10101212	Primary User [X]
2	10101223	Primary User [X]
2	10101226	Primary User [X]

Below the table is an 'Add FFL' button. At the bottom right of the interface is a 'Submit' button.

Figure 8-6: Access Numbers Tab

7. The Change Password tab is used to edit your password. Enter the old password and create and confirm a new password.
8. Click the **Change Password** button.
9. Click the **Submit** button to save all changes to the user account.

The screenshot shows the 'UserMaint (U-166074)' interface. At the top is a blue header with a folder icon and the text 'UserMaint (U-166074)'. Below this is an orange bar labeled 'Modify Account Information'. Underneath is a blue bar labeled 'User Account'. Below the blue bar are three tabs: 'Account Information', 'Access Numbers', and 'Change Password' (which is selected). The 'Change Password' tab displays 'Password Information'. It includes a list of 'Password Requirements':

1. You may not reuse your previous six passwords
2. No more than two (2) consecutive identical characters
3. Must be at least 8 characters in length
4. Must be composed of at least three of the following character classes
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special characters: ~!@&#()*+=?@%_<>/\$^'.,";

Below the requirements are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A 'Change Password' button is located below the 'Confirm Password' field. At the bottom right of the interface is a 'Submit' button.

Figure 8-7: Change Password Tab